



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-8000

NTCGLAKESINST 1800.1

N01C

OCT 18 1999

NTC GREAT LAKES (COMPLEX) INSTRUCTION 1800.1

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES FOR REENLISTMENT, TRANSFER TO FLEET RESERVE
AND RETIREMENT CEREMONIES

Ref: (a) NMPC Manual 1160-020
(b) NMPC Manual 1800-010

Encl: (1) Sample Notice 5050
(2) Sample Request for Chaplain Services
(3) Sample Request for Navy Band
(4) Ceremony Request
(5) Sponsor Coordinator Checklist

1. Purpose. To emphasize and expand on references (a) and (b) as they pertain to appropriate recognition for those personnel reenlisting, retiring, or transferring to the Fleet Reserve.

2. Information. Reenlistment or retirement/transfer to Fleet Reserve ceremonies are major events in an individual's career. A meaningful ceremony to render full recognition of the individual's high quality performance shall be conducted by each NTC Command. The size of the ceremony should be governed, in part, by the desires of the individual. Each command shall strive to ensure the formality and appropriateness of each ceremony.

3. Reenlistments

a. The following procedures are considered appropriate for personnel reenlisting:

(1) Consideration of the member's desires regarding the time and location of the ceremony; family, special guest, and shipmates to be invited; and a particular officer to administer the oath of enlistment.

(2) Forward press releases to their home town or local newspapers (at member's discretion).

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(3) Organize a brief social gathering following the ceremony for the member and his/her guest (at member's discretion).

(4) Certificates, mementos, to be given to the member as appropriate and authorized.

(5) Grant special liberty and/or enlistment leave as soon as possible following the ceremony.

b. The number one priority of the Commander, Naval Training Center, is the retention of highly qualified personnel. An individual has the option of requesting any commissioned officer to perform the oath of enlistment. The Commander, Naval Training Center (CNTC) is available to officiate at these ceremonies. The following procedures shall be followed for those who desire CNTC to be the reenlisting officer:

(1) Requests shall be forwarded to the CNTC Command Career Counselor, Code N01C, 30 to 45 days prior to the requested date. Requests shall be accompanied with a biography of the reenlisting member containing the following information, but not limited to:

- (a) Name of spouse and family members
- (b) How many years in the Navy
- (c) Current duty station
- (d) Past duty stations
- (e) Is member under orders? If so, to what duty station is member transferring?
- (f) Name and relationship of family members attending the ceremony.

(2) CNTC Career Counselor will forward request to CNTC Command Master Chief and schedule and set a time for the ceremony.

(3) Requesting member's Command Career Counselor will provide all required certificates and mementos to CNTC Career Counselor three days prior to the ceremony.

4. Retirements/Transfers to Fleet Reserve

a. Each member's preference shall be ascertained prior to the scheduled date of the retirement or transfer to the Fleet Reserve. The member, who will assign a sponsor/coordinator to

make sure all requirements are completed in accordance with enclosure (5), shall initiate such ceremony.

(1) The ceremony may be waived upon request by the member, or in other instances, at the discretion of the Chief of Staff when such action is warranted.

(2) If member desires CNTC, Chief of Staff and/or Assistant Chief of Staff to either participate in or attend the ceremony, a **personal invitation** shall be rendered to them prior to promulgation of a retirement notice, enclosure (1), and the member will then notify his sponsor/coordinator.

b. At ceremonies marking transfer to the Retired List or transfer to the Fleet Reserve, in all cases where the member is to be concurrently released from active duty, the official conducting the ceremony should present, as appropriate:

(1) A Certificate of Retirement, prepared by Command Career Counselor.

(2) A Presidential Certificate of Appreciation, prepared by Command Career Counselor.

(3) A Certificate of Transfer to the Fleet Reserve, prepared by Command Career Counselor.

(4) A Certificate of Appreciation for spouse, prepared by the Command Career Counselor.

(5) A Certificate of Appreciation for each immediate family member, prepared by the Command Career Counselor.

(6) An End-of-Career Award initiated by member's Assistant Chief of Staff using the Personal Award Recommendation Form OPNAV 1650/3.

5. Uniform

a. The uniform for the member and participants will be the appropriate dress uniform for the season or at the member's request.

b. The uniform for military guests will be a prescribed Uniform of the Day.

c. Civilian guests will wear appropriate civilian attire.

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6. Responsibilities

a. Command Career Counselor will:

(1) Provide a list of upcoming Retirement/Fleet Reserve dates to CNTC Command Master Chief and Departmental LCPO's.

(2) Prepare required certificates for ceremony.

b. Assistant Chiefs of Staff will: Upon notification of an upcoming Retirement/Fleet Reserve Ceremony, ensure sponsor/coordinator meet the requirements in enclosure (4), and ensure End-of-Career Award is initiated.

c. Sponsor/Coordinator will:

(1) Ensure enclosure (4) ((2) & (3), if desired) is completed by member no later than 180 days from ceremony. Use enclosure (5) to ensure all items requested by member are completed.

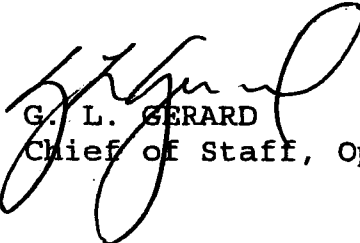
(2) Ensure enclosure (1) is completed and disseminated 30 days prior to the ceremony.

(3) Ensure location of ceremony is staged on day of the ceremony.

7. Action

a. NTC Commanding Officers and Officers-in-Charge shall comply with the directions and spirit of this instruction.

b. Senior officers of other commands are invited to use the guidelines promulgated herein.


G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
Lists I and II

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NTC GREAT LAKES NOTICE 5050

From: Commander, Naval Training Center, Great Lakes

Subj: RETIREMENT OF USN

Encl: (1) Schedule of Events

1. Purpose. To announce the retirement of _____
United States Navy, and to provide information on retirement
ceremony events.

2. Information. A retirement ceremony for _____
will be held at 1000 on Wednesday, 25 January 2000 on the
Quarterdeck Building ONE. Details of ceremony events are shown
in enclosure (1).

3. Uniforms

- a. Officers and CPOs: Service Dress Blue
- b. Male E-6 and below: Service Dress Blue
- c. Female E-6 and below: Service Dress Blue

4. Side Boys

- a. b.
- c. d.
- e. f.

5. Action. Department heads and special assistants shall
support this event as required by the Sponsor/Coordinator.
Sponsor/Coordinator for this event is _____,
extention _____

G. L. GERARD
Chief of Staff, Operations

Enclosure (1)

SCHEDULE OF EVENTS

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<u>TIME</u>	<u>EVENT</u>
0900	Guests Arrive Selections by Navy Band
0905	Participants in place
0915	Member and family arrive
0928	Captain John Doe arrives
0930	Band plays National Anthem
	Invocation
	Captain John Doe's opening remarks
	Captain Jon Doe's summary of member's career and presentation of awards, retirement certificates, shadow box.
	Member makes remarks
	Member piped ashore
	Band plays Anchors Aweigh
	Ceremony concludes.

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REQUEST FOR CHAPLAIN SERVICES

- A. Type of Function: _____
- B. Date: _____
- C. Time: _____
- D. Location: _____
- E. Command: _____
- F. Uniform: _____
- G. Retiree's name and rank/paygrade:

- H. Person in charge and phone number:

- I. Any preference: (Faith Group)

- J. Do you request: (Please Circle One)
 Invocation Benediction Both

Enclosure (2)

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MEMORANDUM

From:

To: Director, Navy Band, Naval Training Center, Great
Lakes

Subj: REQUEST FOR BRASS QUINTET FOR RETIREMENT CEREMONY

1. Request that the Brass Quintet be provided for the retirement ceremony of _____, USN, on 25 January 2000 in the Building One Rotunda at 1000.
2. Point of contact for the retirement ceremony, and for further information, is _____ at extention_____.

Very Respectfully,

Enclosure (3)

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CEREMONY REQUEST

1. Retirement Ceremony (Complete this section if a ceremony is requested):

- a. Date and Time desired: _____
- b. Location: _____
- c. Uniform: (Participants) _____
(Military) _____
(Guests) _____

2. Do you desire the Chief of Staff and/or Assistant Chief of Staff to participate in the ceremony? _____ (If yes, please extend a personal invitation.)

- a. Master/Mistress of ceremonies: _____
- b. Chaplain for invocation/benediction: _____
- c. Presenter for awards/certificates: _____

3. Do you desire your spouse/family member(s) to receive a certificate: _____

- a. Spouse name: _____
- b. Family member name(s): _____
- _____

4. How many family members and friends do you anticipate will attend (Other than Shipmates from the Command)? _____

a. Sideboys:

Name	Phone Number
_____	_____
_____	_____

Enclosure (4)

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- b. Honor Boatswain: _____
- c. Do you plan to hold a reception: _____
- d. Ceremony sponsor/Coordinator: _____
- e. Do you desire a letter from your governor? _____

If so, from what state: _____

- f. Do you desire a letter from your state senator(s)?

If so, please provide their name(s):

Members signature

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SPONSOR COORDINATOR CHECKLIST

	COMPLETED	REMARKS
A. Award	_____	_____
B. Family Member Certificates	_____	_____
C. Presidential Certificate	_____	_____
D. Certificate of Retirement/ Certificate of Transfer to Fleet Reserves	_____ _____	_____ _____
E. Location of Ceremony	_____	_____
F. CO Invited/notified	_____	_____
G. Sideboys notified	_____	_____
H. Boatswain notified	_____	_____
I. Chaplain notified	_____	_____
J. Master/mistress of Ceremonies notified	_____	_____
K. Color Guard reserved	_____	_____
L. PAO notified If media coverage requested	_____	_____
M. Reception location reserved	_____	_____
N. Notice published(5050)	_____	_____
O. Photographer reserved	_____	_____
P. Shadow box completed	_____	_____
Q. Command Plaque	_____	_____

Enclosure (5)

